ECATTS

User Manual

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ecatts.com

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Section I: Introduction

Welcome to the Environmental Compliance Assessment, Training, and Tracking System (ECATTS). This manual is designed to familiarize you with ECATTS and maximize its usefulness to you.

What Is the Environmental Compliance Assessment, Training, and Tracking System?

ECATTS is a web-based training and assessment system accessible from any computer with Internet access. It was developed to provide environmental compliance information and training to users who need an understanding of environmental laws, regulations, and policies to successfully complete their jobs. The City and County of Honolulu is using ECATTS to help you become familiar with the environmental compliance requirements that apply to your job. This will help you avoid some of the common problems that people encounter when they are unfamiliar with the environmental issues relating to the way they work.

ECATTS is easy to use, with training materials and test questions written in plain English. Training can usually be completed in a few short segments. In some instances, you may need more information than is contained in our training system. If so, contact your supervisor or the Environmental Office. Some hyperlinks to further information sources on the Internet are included within the training modules themselves, and even more are located on the ECATTS home page.

Your use of the system is kept confidential. We encourage you to use the system as often as you like as a reference tool for environmental compliance information.

Why Should I Use ECATTS?

The City and County of Honolulu expects you to be familiar with the environmental compliance requirements that impact your work activities.

Ignorance is no reason for being out of compliance. You will be held responsible for violating environmental laws and policies. ECATTS will help you gain the general knowledge you need to do your job in accordance with environmental compliance laws and policies that apply to your organization. You are encouraged to use ECATTS as a starting place for learning about the types of activities that are regulated by environmental standards and requirements. This training will, at the very least, provide you with the basics of environmental compliance, and help you realize when you may need to find more information regarding an issue.

How Do I Know the ECATTS Site is Safe to Use?

ECATTS is covered by a Secure Sockets Layer (SSL) Certificate. SSL is used to provide authentication and confidentiality for web services that run directly between a client and a server. On the login page, you will see “https” at the beginning of the web address (URL) along with a closed lock symbol. This tells users that ECATTS is a secure site.

Section II: First Time Registration

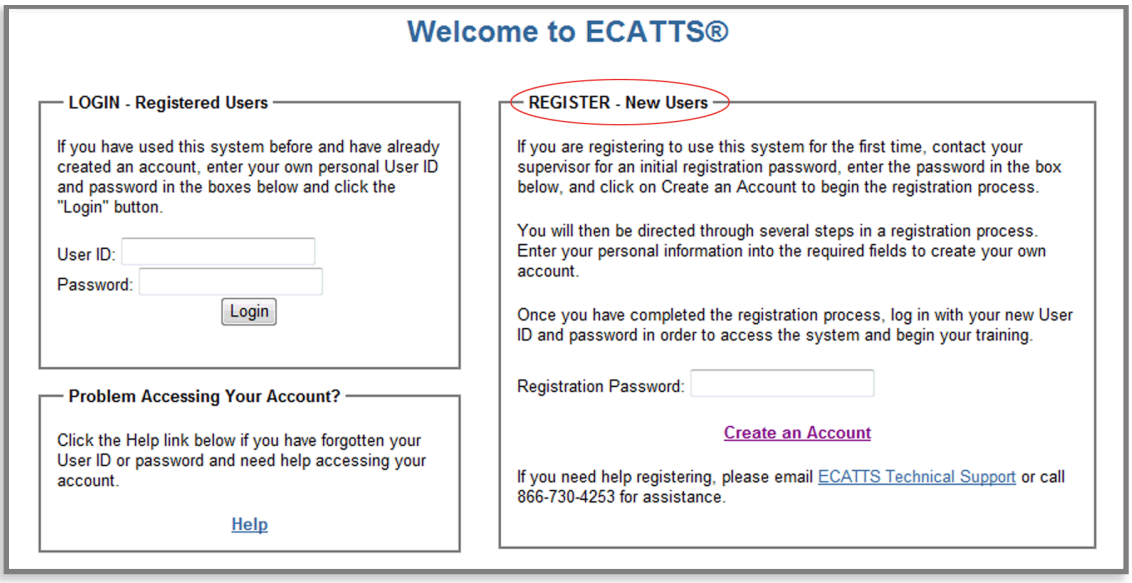
Basic (and Quick) Registration Instructions

1. Go to your ECATTS website: **https://honolulu.ecatts.com**
2. At the **Welcome to ECATTS** screen, refer to the **REGISTER - New Users** box.
3. ***Ask your supervisor for the registration password.*** Enter the password into the box.
    a. If your supervisor cannot tell you the registration password, click **ECATTS Technical Support** at the bottom of the **New Users** box. You can request to have the registration password be sent to you via email. You can also call the help desk toll free number (866-730-4253) for assistance.
4. Click **Create an Account**.
5. Next, you will be asked to complete a registration form.
6. Click **Register**.
7. Next, read the **User Agreement**. To complete registration, you must accept the User Agreement by clicking **I Agree - Complete Registration**.
    a. By clicking **I Agree - Complete Registration**, you agree to the Terms of Use for the site and agree to personally respond to the test questions and not allow others to respond to the questions on your behalf.
8. After you successfully register, you will be taken to the **Environmental Compliance Assessment, Training, and Tracking System** page (the ECATTS home page).
    a. From here, you have a number of options, including beginning training and testing or linking to other resources, all which are further explained in the following sections.
    b. You may also choose to end your session by logging out. The next time you enter the site, you will login by typing the user ID and password that you created earlier.

Detailed Registration Instructions

When you use ECATTS for the very first time, you will need to create a User account for yourself. After that, you will log into the system with your own username and password. Follow these steps to create a User account.

1. Go to your ECATTS website: **https://honolulu.ecatts.com**
2. At the **Welcome to ECATTS** screen, refer to the **REGISTER - New Users** box.


Welcome to ECATTS®
LOGIN - Registered Users
If you have used this system before and have already created an account, enter your own personal User ID and password in the boxes below and click the "Login" button.
User ID:
Password:
Login
Problem Accessing Your Account?
Click the Help link below if you have forgotten your User ID or password and need help accessing your account.
Help
REGISTER - New Users
If you are registering to use this system for the first time, contact your supervisor for an initial registration password, enter the password in the box below, and click on Create an Account to begin the registration process.
You will then be directed through several steps in a registration process. Enter your personal information into the required fields to create your own account.
Once you have completed the registration process, log in with your new User ID and password in order to access the system and begin your training.
Registration Password:
Create an Account
If you need help registering, please email ECATTS Technical Support or call 866-730-4253 for assistance.

3. *Ask your supervisor for the registration password*.
    a. If your supervisor cannot tell you the registration password, click **ECATTS Technical Support** at the bottom of the **New Users** box. You can request to have the registration password be sent to you via email. You can also call the help desk toll free number (866-730-4253) for assistance.
4. Enter the password into the box and click **Create an Account**.

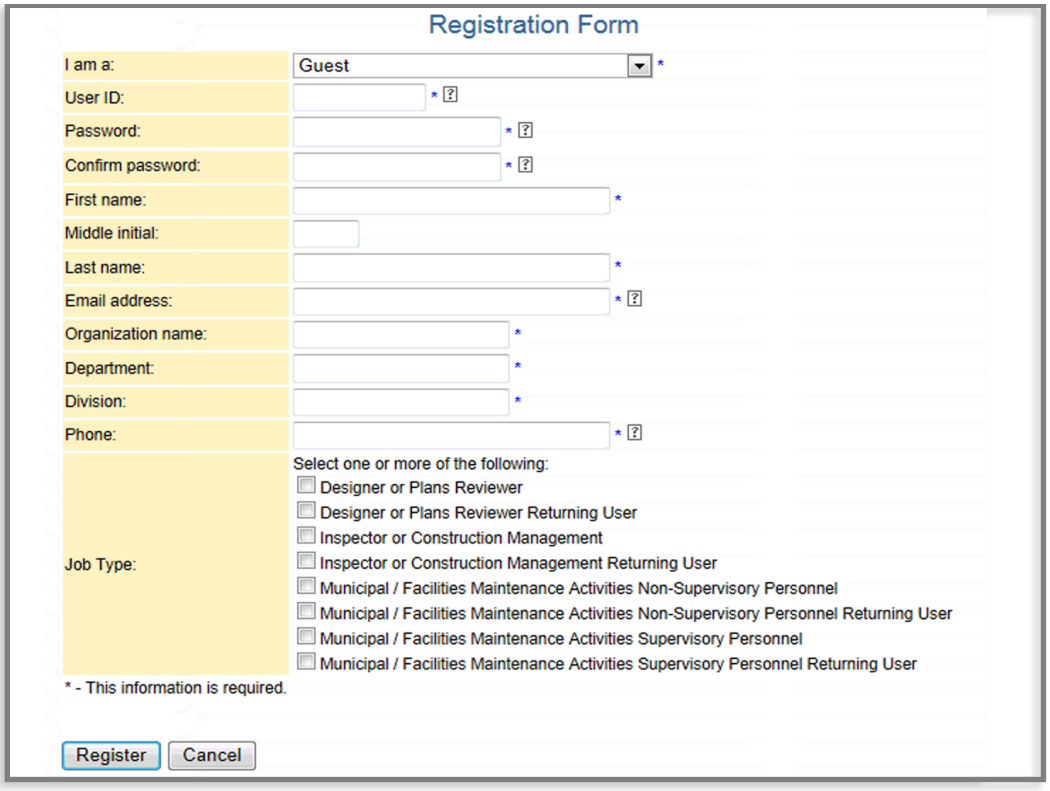
Registration Form

Next, you will complete a registration form which includes the following steps:

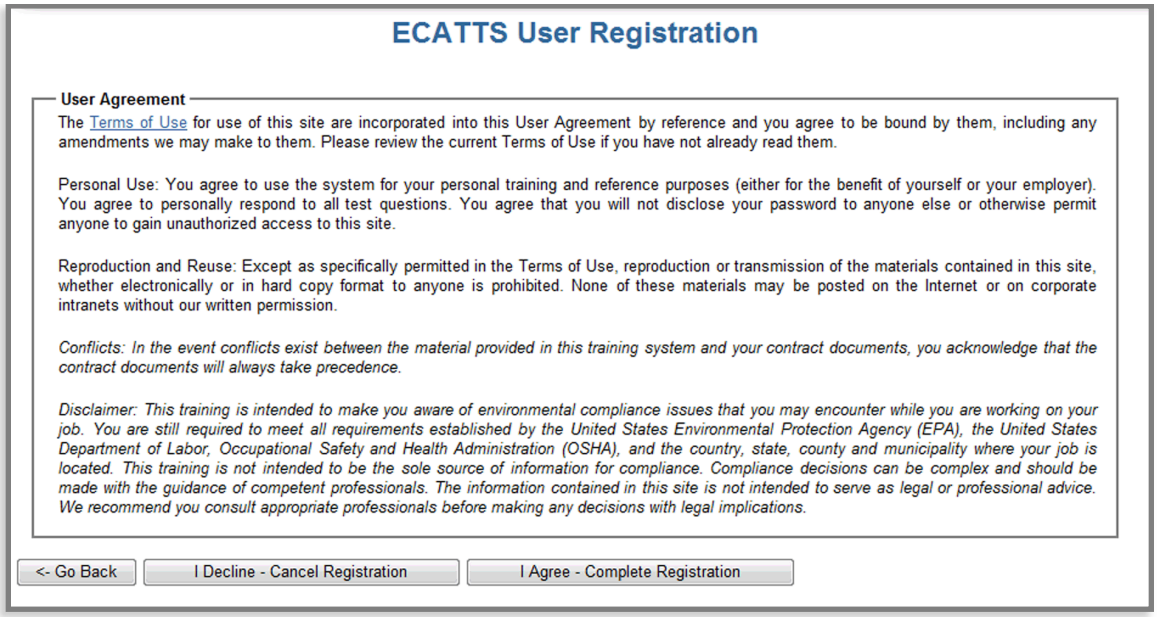
1. Select a User Type from the drop down menu.
2. Select and enter a User ID and password that you will remember. You will need them both to login from now on.
    a. You should select a password that you will remember but is not easy for someone else to guess. It must be at least 4 characters long and no more than 20 characters.
3. Enter your first and last name.

a. Your middle initial is optional but it is a good idea to enter your middle initial if it is likely to also be another user's name (i.e., John Smith).

4. Enter the email address where you want to receive email reminders and notices about your training.
   a. Your correct email address enables ECATTS to send you a new password if you forget the one selected during registration.
5. If you selected **City and County of Honolulu Employee** as your User Type, you will also select your department, division, and job type.
   a. If you select Fire Department as your department, you will also be prompted to select a sub office.
6. If you selected Guest as your User Type, you will be prompted to enter your organization name, department, division, phone number, and to select a job type.
7. Click **Register**.



User Agreement


ECATTS User Registration
User Agreement
The Terms of Use for use of this site are incorporated into this User Agreement by reference and you agree to be bound by them, including any amendments we may make to them. Please review the current Terms of Use if you have not already read them.
Personal Use: You agree to use the system for your personal training and reference purposes (either for the benefit of yourself or your employer). You agree to personally respond to all test questions. You agree that you will not disclose your password to anyone else or otherwise permit anyone to gain unauthorized access to this site.
Reproduction and Reuse: Except as specifically permitted in the Terms of Use, reproduction or transmission of the materials contained in this site, whether electronically or in hard copy format to anyone is prohibited. None of these materials may be posted on the Internet or on corporate intranets without our written permission.
Conflicts: In the event conflicts exist between the material provided in this training system and your contract documents, you acknowledge that the contract documents will always take precedence.
Disclaimer: This training is intended to make you aware of environmental compliance issues that you may encounter while you are working on your job. You are still required to meet all requirements established by the United States Environmental Protection Agency (EPA), the United States Department of Labor, Occupational Safety and Health Administration (OSHA), and the country, state, county and municipality where your job is located. This training is not intended to be the sole source of information for compliance. Compliance decisions can be complex and should be made with the guidance of competent professionals. The information contained in this site is not intended to serve as legal or professional advice. We recommend you consult appropriate professionals before making any decisions with legal implications.
<- Go Back
I Decline - Cancel Registration
I Agree - Complete Registration

After reading the User Agreement, click **I Agree - Complete Registration** to complete your registration.

- By clicking **I Agree - Complete Registration**, you agree to the Terms of Use for the site and agree to personally respond to the test questions and not allow others to respond to the questions on your behalf.

You will be taken to the **Environmental Compliance, Assessment, Training, and Tracking System** (ECATTS) home page.

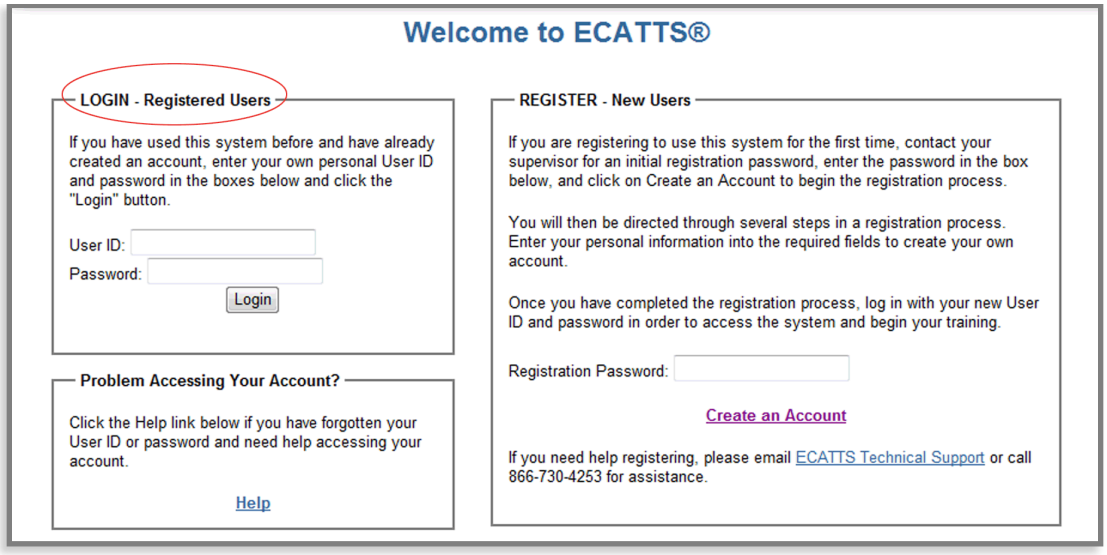
- From here, you have a number of options, including beginning your training and testing or linking to other resources, all which are fully explained in the following sections.
- You may also choose to end your session by logging out. Once you logout of the site, the next time you enter the site, you will login by typing the username and password that you created during registration.

Section III: Login

Returning User Login

Once you have registered you can login and use ECATTS from any computer with Internet access.

1. Go to your ECATTS website: **https://honolulu.ecatts.com**
2. At the **Welcome to ECATTS** screen, refer to the **Registered Users** box.

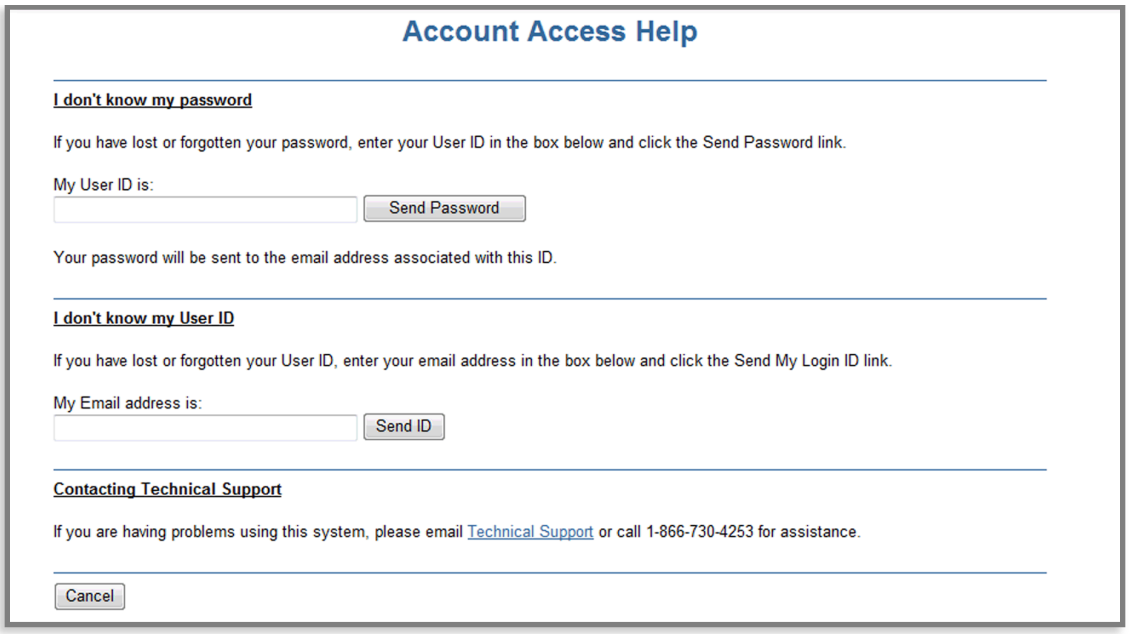

Welcome to ECATTS®
LOGIN - Registered Users
If you have used this system before and have already created an account, enter your own personal User ID and password in the boxes below and click the "Login" button.
User ID:
Password:
Login
Problem Accessing Your Account?
Click the Help link below if you have forgotten your User ID or password and need help accessing your account.
Help
REGISTER - New Users
If you are registering to use this system for the first time, contact your supervisor for an initial registration password, enter the password in the box below, and click on Create an Account to begin the registration process.
You will then be directed through several steps in a registration process. Enter your personal information into the required fields to create your own account.
Once you have completed the registration process, log in with your new User ID and password in order to access the system and begin your training.
Registration Password:
Create an Account
If you need help registering, please email ECATTS Technical Support or call 866-730-4253 for assistance.

3. Enter your User ID and password and click **Login**.
4. You will be taken to the ECATTS home page. It is titled **Environmental Compliance Assessment, Training, and Tracking System.**

Login Help

What if I forgot my password or User ID?

- If you forgot your password or ID, click **Help** at the bottom of the login page.
- The **Account Access Help** page will open.


Account Access Help
I don't know my password
If you have lost or forgotten your password, enter your User ID in the box below and click the Send Password link.
My User ID is:
Send Password
Your password will be sent to the email address associated with this ID.
I don't know my User ID
If you have lost or forgotten your User ID, enter your email address in the box below and click the Send My Login ID link.
My Email address is:
Send ID
Contacting Technical Support
If you are having problems using this system, please email Technical Support or call 1-866-730-4253 for assistance.
Cancel

- If you forgot your password, enter your User ID in the box that is labeled **My User ID is** and click **Send Password**. A new password will be sent to the email address you provided when you registered. If you have updated your account with a newer email address since registering, the new password will be sent to the updated email address.
- If you forgot your User ID, enter your email address in the box that is labeled **My Email address is** and click **Send ID**. Your User ID will be sent to you.
    - If your email address is not located in the ECATTS system, you will receive an error message and should click **Technical Support** for help.
- Use the information sent to you (new password or User ID) to login to the system. You can then change the password that was sent to you (to something you can easily remember) by selecting **My Profile** from the ECATTS home page.
- If your email address has changed since you last updated it in ECATTS (or you do not receive your User ID or password), click **Technical Support** for assistance.
- You can also call the help desk toll free number (866-730-4253) for assistance.

Section IV: ECATTS Home Page

After you login to the ECATTS system, the next screen that will open is the ECATTS home page. From here, you can access the following:

- a primary navigation bar horizontally across the top of the page
- reference areas on the left side of the page and along the bottom of the page
- links to training and other information

A. Primary Navigation Bar

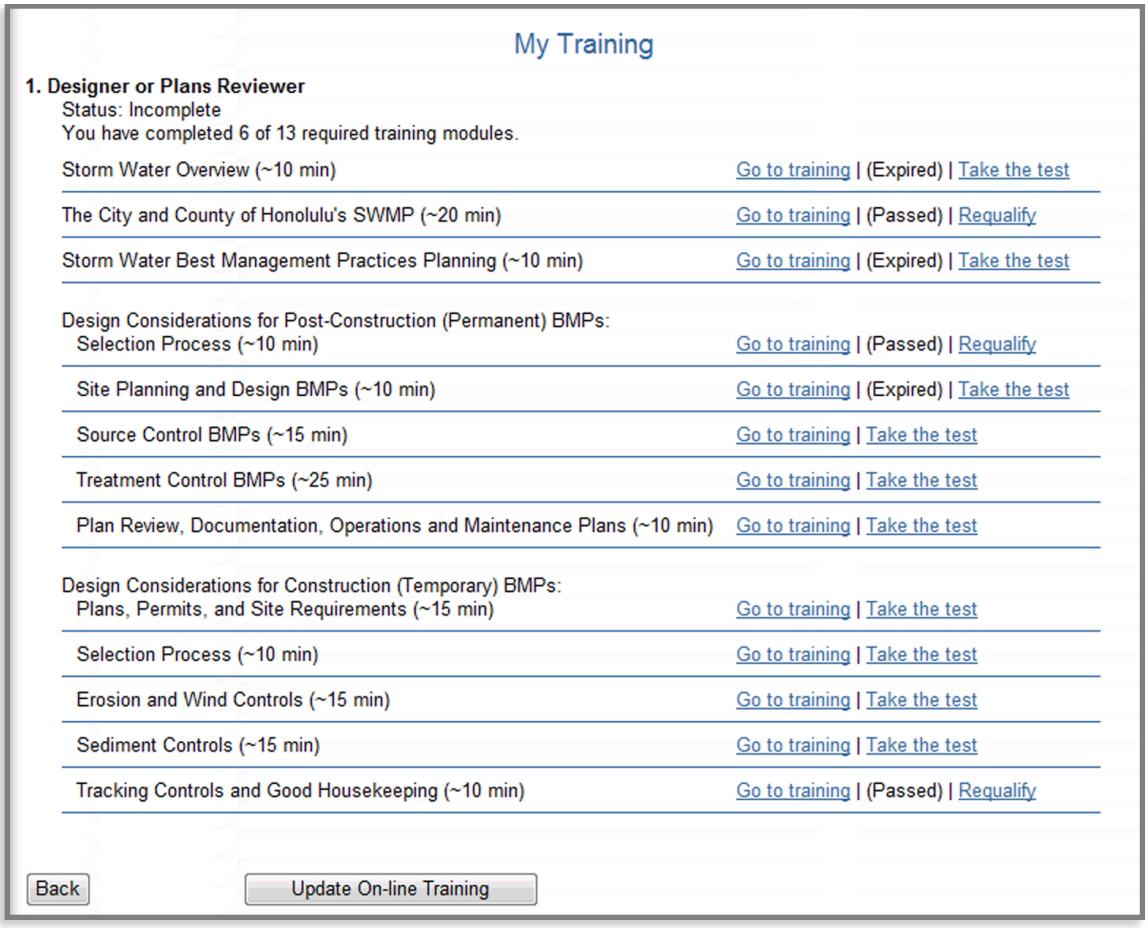
Home

This link will take you back to your ECATTS home page from anywhere within ECATTS.

My Training

Click this link to go to the page titled **My Training** and view the following information (shown on the following page):

1. the job or jobs for which you registered
2. the overall status of your training
    a. **Completed** means that you have taken all the required tests and have answered **all** the questions correctly.
    b. **Incomplete** means that you have not taken and/or passed all the tests.
3. the required training modules assigned to you
4. the status of each training module in your training plan
    a. **Passed** means you have already taken and passed the test for that module.
    b. **Take the test** means that you have not successfully passed the test for that module.
    c. **Requalify** indicates that you can go directly to a test and requalify for a training module you previously passed.


My Training
1. Designer or Plans Reviewer
Status: Incomplete
You have completed 6 of 13 required training modules.
Storm Water Overview (~10 min) Go to training | (Expired) | Take the test
The City and County of Honolulu's SWMP (~20 min) Go to training | (Passed) | Requalify
Storm Water Best Management Practices Planning (~10 min) Go to training | (Expired) | Take the test
Design Considerations for Post-Construction (Permanent) BMPs:
Selection Process (~10 min) Go to training | (Passed) | Requalify
Site Planning and Design BMPs (~10 min) Go to training | (Expired) | Take the test
Source Control BMPs (~15 min) Go to training | Take the test
Treatment Control BMPs (~25 min) Go to training | Take the test
Plan Review, Documentation, Operations and Maintenance Plans (~10 min) Go to training | Take the test
Design Considerations for Construction (Temporary) BMPs:
Plans, Permits, and Site Requirements (~15 min) Go to training | Take the test
Selection Process (~10 min) Go to training | Take the test
Erosion and Wind Controls (~15 min) Go to training | Take the test
Sediment Controls (~15 min) Go to training | Take the test
Tracking Controls and Good Housekeeping (~10 min) Go to training | (Passed) | Requalify
Back
Update On-line Training

If you have not completed training in a subject area, you can go to the training by clicking **Go to training** or you can go directly to the test by clicking **Take the test**.

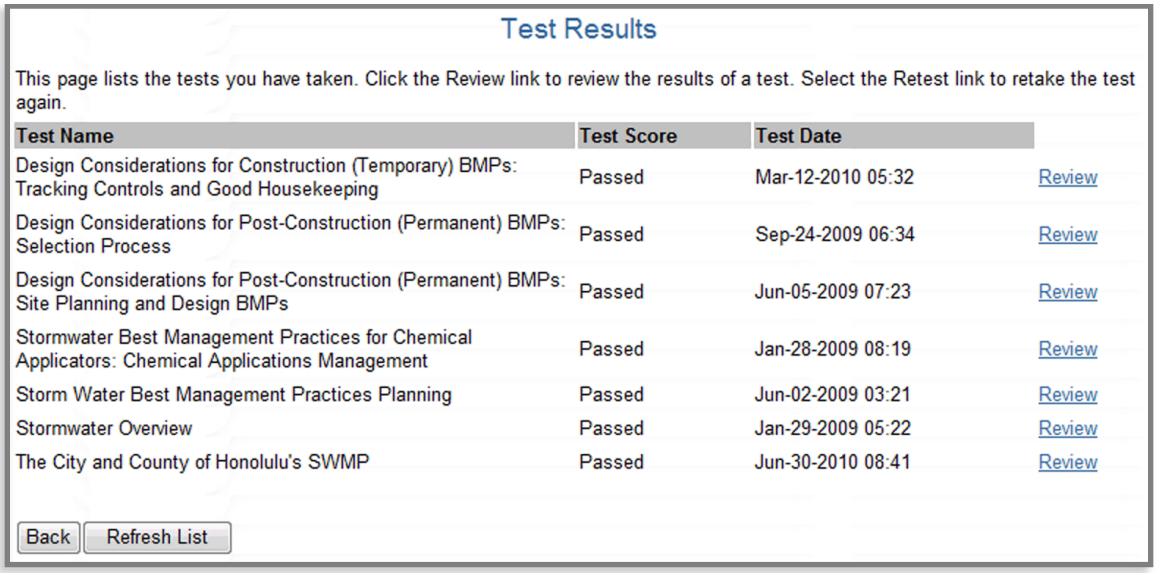
At the bottom of the page is a button labeled **Update On-line Training**. Click on this button to go the Update On-line Training page and remove training from your on-line training list. (See **Change My Training Plan** section of this manual for detailed instructions.)

On-line Training Results

Click **On-line Training Results** in the primary navigation bar to view a list of all the tests you have taken. The system lists the test name, test date, and your score. ***You are required to score at least 70% in order to pass each test.*** The test can be taken as many times as necessary to pass. If you have done so, it will say **Passed** under **Test Score**.

Click **Review** to see which questions you answered correctly and which ones you did not.

Retest appears next to those tests that you have taken but have not yet passed. Click **Retest** to go back to and complete the test. ***Only those questions you have not yet answered correctly will be presented to you.***



Test Results

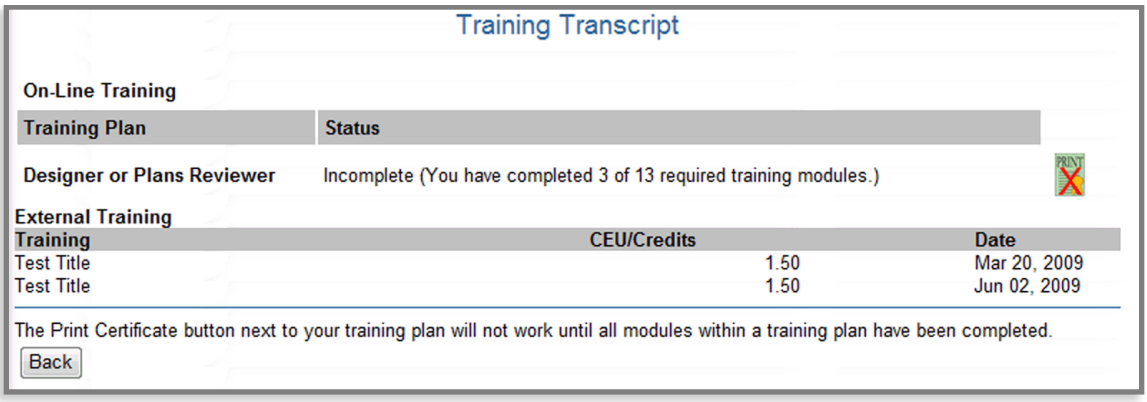
This page lists the tests you have taken. Click the Review link to review the results of a test. Select the Retest link to retake the test again.

Test Name	Test Score	Test Date	
Design Considerations for Construction (Temporary) BMPs: Tracking Controls and Good Housekeeping	Passed	Mar-12-2010 05:32	Review
Design Considerations for Post-Construction (Permanent) BMPs: Selection Process	Passed	Sep-24-2009 06:34	Review
Design Considerations for Post-Construction (Permanent) BMPs: Site Planning and Design BMPs	Passed	Jun-05-2009 07:23	Review
Stormwater Best Management Practices for Chemical Applicators: Chemical Applications Management	Passed	Jan-28-2009 08:19	Review
Storm Water Best Management Practices Planning	Passed	Jun-02-2009 03:21	Review
Stormwater Overview	Passed	Jan-29-2009 05:22	Review
The City and County of Honolulu's SWMP	Passed	Jun-30-2010 08:41	Review

Back Refresh List

My Transcript

Click this link to view the status of your training plan. From this screen, you can print your training transcript if all the modules within your training plan have been completed. Note that the **Print button will not work until all modules have been completed.**



Training Transcript

On-Line Training

Training Plan	Status
Designer or Plans Reviewer	Incomplete (You have completed 3 of 13 required training modules.)

External Training

Training	CEU/Credits	Date
Test Title	1.50	Mar 20, 2009
Test Title	1.50	Jun 02, 2009

The Print Certificate button next to your training plan will not work until all modules within a training plan have been completed.

Back

My Profile

Click **My Profile** to view your account information. You can make changes to the following:

- password
- user type
- your personal information (name and email address)
- organizational information
- department, division, sub office, and job type
- mailing address and phone number

Click **Save Changes** when you are finished making changes.

Suggestions

Use this link to send feedback, comments, or suggestions to the developers of ECATTS.

1. Click **Suggestions** in the primary navigation bar.
2. Select the subject and level of importance from the drop down menus.
3. Enter your comments in the large blank text box and click **Submit**.

Comments are encouraged. Every effort is made to respond to comments in a timely manner.

Logout

Click on this link to logout of (exit) ECATTS.

B. Reference Areas

A reference section is located vertically along the left side of the home page. The links contained in the reference area provide additional useful information.

Honolulu ENV

This is a link to the home page of the City and County of Honolulu Department of Environmental Services website.

ECATTS User Manual

Click **ECATTS User Manual** to open a copy of this User Manual.

Notices

Relevant ECATTS related notices can be added here by ECATTS administrators.

Additional Links

Following are several informational links located across the bottom of the ECATTS home page:

Contact Us

Click **Contact Us** for links to the email, phone numbers, and mailing addresses for ECATTS Customer Support and corporate offices.

Terms of Use

Click **Terms of Use** to view the Terms of Use policies for International Center for Leadership Development, Inc.'s family of on-line application services which includes the Environmental Compliance Assessment, Training, and Tracking System (ECATTS) and the Environmental, Safety, and Occupational Health Training Network (ESOHTN).

Accessibility

This website is designed based on the federal Section 508 standard for web sites. Achieving compliance with Section 508 is an ongoing process. If you have an accessibility issue with any part of this website, please contact us so we can help.

Links

Click **Links** for an extensive list of links to external environmental compliance resources. The links are organized by environmental categories (i.e., Spills, Pesticides, etc.). You can scroll through all the categories using the scroll bar on the right side of the page or click on one of the categories to go directly to the links for that topic.

Click any of the links to go to that external website. A new window will open. You can close this window and return to the ECATTS **Information Links** page by clicking the X (Close button) in the upper right hand corner of the screen.

Training Manager

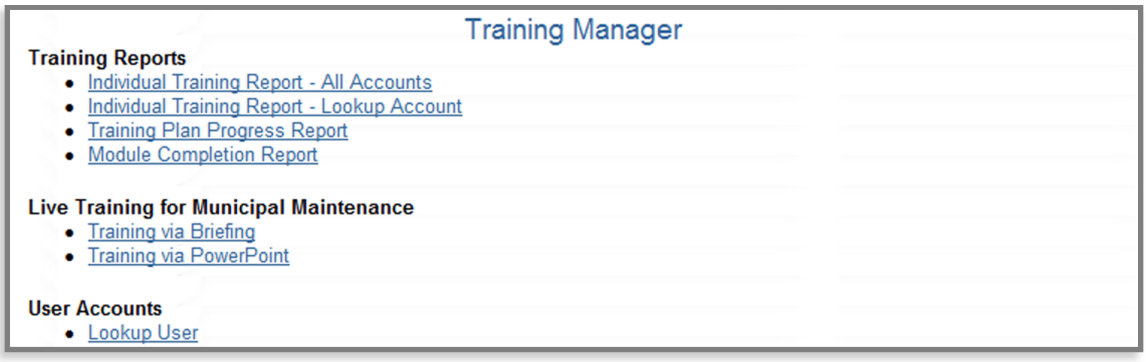
The ECATTS administrator can designate a user account as a Department Training Manager or Division Training Manager

A link to the Training Manager home page is located on the lower left corner of the ECATTS home page **ONLY** for those users designated as Training Managers.

Training Managers can click on this link to reach the Training Manager home page. From here, Training Managers can perform the following tasks:

- review a number of reports regarding the use of the ECATTS system
- access print friendly modules for training via briefing
- access sign-in sheets for training via briefing or PowerPoint
- lookup user accounts

Following is a detailed description of links on the Training Manager home page.



Training Manager: Training Reports

Individual Training Report - All Accounts provides a list of completed training by user.

Individual Training Report - Lookup Account opens the **Lookup Account** screen. Enter a name, user id, company name (if you are a contractor), department, or division in the fields provided to find an account. Click **Search**. This will bring you to the **User Search Results** page. From here, you can archive, delete, or credit external training to the selected accounts.

Training Plan Progress Report provides a status report of training plans.

Module Completion Report provides a list of users who have completed a specific module.

Training Manager: Live Training for Municipal Maintenance

Training via Briefing provides print friendly modules for training via briefing as well as sign-in sheets.

Training via PowerPoint provides sign-in sheets for training via PowerPoint.

Training Manager: User Accounts

Lookup User opens the **Lookup Account** screen. Enter a user name, user id, company name, department, or division in the fields provided to find an account. Click **Search**. This will bring you to the **User Search Results** page. From here, you can archive, delete, or credit external training to the selected accounts.

C. Links to Training and Other Information

Go To My Training

From the ECATTS home page click **Go To My Training** to go to a page with two sections titled **My Training Plan** and **Information About Your Training Plan**.

My Training Plan

Go to My Training Modules

Click **Go to My Training Modules** to access the page titled **My Training**. This page lists the following information:

- job or jobs for which you registered
- required modules and approximate time to complete each module
- overall status of your training plan and status of each training module

From this page you can do the following:

- **Go to training** – to go to the training modules (for more information about training modules, see **Section V: How to Complete the Training**)
- **Take the test** – to read more information about taking tests, see **Section VI: Testing and Assessment**
- **Requalify** - to go directly to a test and requalify for a training module you previously passed.
- **Update On-line Training** - to modify job functions or additional training. (See **Change My Training Plan** below for more detailed instructions.)

Change My Training Plan

Click **Change My Training Plan** to access the page titled **Update On-line Training Plan**. From here, you can remove job types from your training plan.

- To **remove** a job type, check the box next to the job(s) you wish to remove and click **Save Changes** at the bottom of the page.

You can also modify your training plan by selecting a different Job Type on the **My Profile** page. (Click **My Profile** in the primary navigation bar at the top of the page.)

All Available Module Training

From the ECATTS home page, click **All Available Module Training** to go to a page titled **Table of Contents**. You can click a training index (listed by job type) to view the titles and brief descriptions of all training modules for that job type. Click the name of a module to open that specific training module. You are welcome and encouraged to take any of the ECATTS training, and you will receive credit for all the tests that you pass.

Video Training and Other Information

Click **Video Training and Other Information** to view additional information including the examples shown below.

City and County of Honolulu Video Training

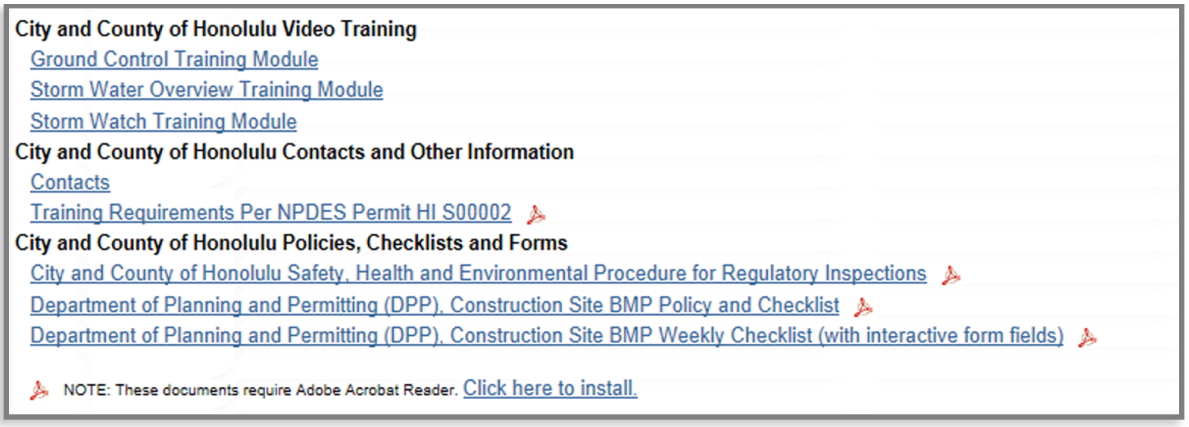
This area contains links to video training.

City and County of Honolulu Contacts and Other Information

Click **Contacts** to access a list of names/ offices and corresponding phone numbers and email addresses.

City and County of Honolulu Policies, Checklists, and Forms

The links in this area provide easy access to policies, checklists, and forms provided by the City and County of Honolulu.


City and County of Honolulu Video Training
Ground Control Training Module
Storm Water Overview Training Module
Storm Watch Training Module
City and County of Honolulu Contacts and Other Information
Contacts
Training Requirements Per NPDES Permit HI S00002
City and County of Honolulu Policies, Checklists and Forms
City and County of Honolulu Safety, Health and Environmental Procedure for Regulatory Inspections
Department of Planning and Permitting (DPP), Construction Site BMP Policy and Checklist
Department of Planning and Permitting (DPP), Construction Site BMP Weekly Checklist (with interactive form fields)
NOTE: These documents require Adobe Acrobat Reader. Click here to install.

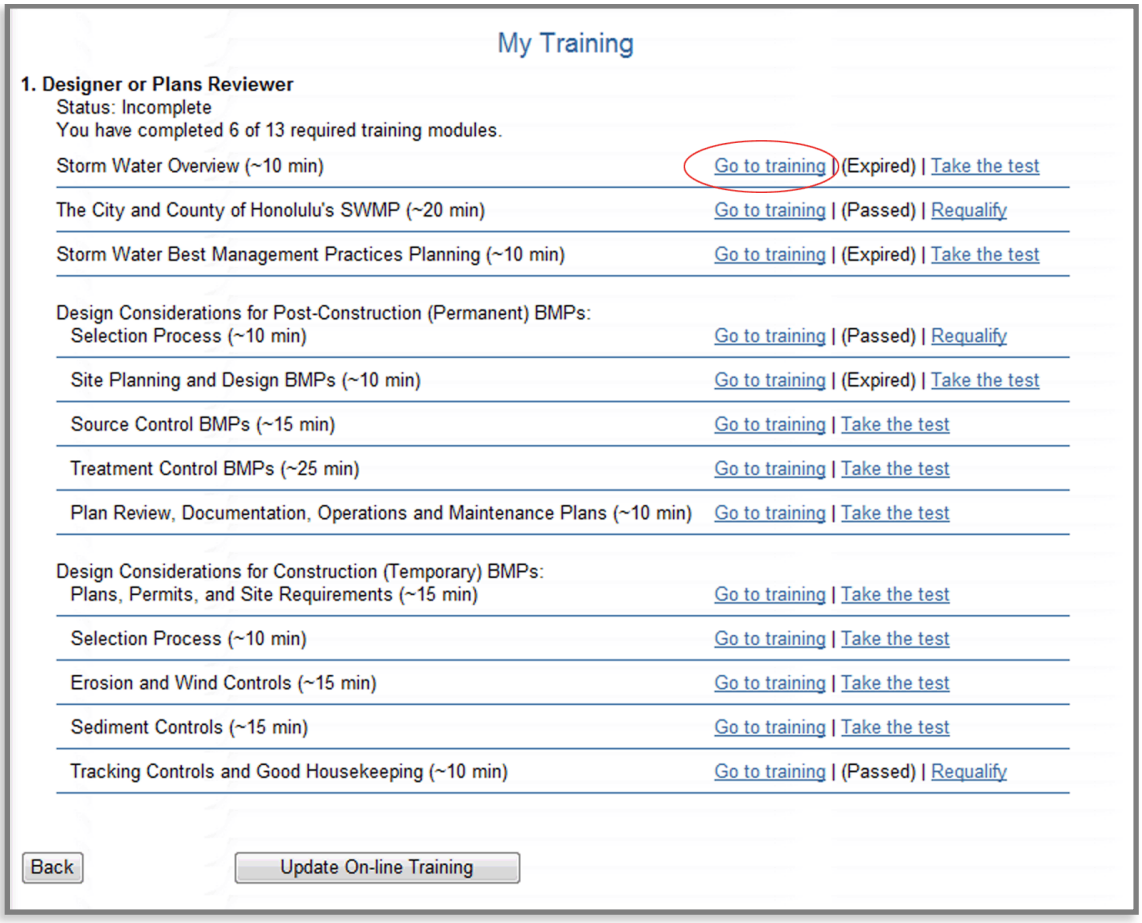
Section V: How to Complete the Training

Unless otherwise directed by a supervisor, you are not required to complete the training or tests in any particular order. ECATTS keeps track of which training and tests you have completed.

How to access your training modules

1. When you login to ECATTS you will be on the ECATTS home page.
2. To access your training modules,
    a. click **My Training** in the primary navigation bar (located across the top of the page under the site banner), **OR**
    b. click **Go To My Training** and then click **Go To My Training Modules** under the heading **My Training Plan**.

3. The **My Training** page opens.
4. All the job types for which you are registered are listed. Under each job type, the required training is listed by subject.
5. Click **Go to training** to the right of the module you want to review.


My Training
1. Designer or Plans Reviewer
Status: Incomplete
You have completed 6 of 13 required training modules.
Storm Water Overview (~10 min) Go to training | (Expired) | Take the test
The City and County of Honolulu's SWMP (~20 min) Go to training | (Passed) | Requalify
Storm Water Best Management Practices Planning (~10 min) Go to training | (Expired) | Take the test
Design Considerations for Post-Construction (Permanent) BMPs:
Selection Process (~10 min) Go to training | (Passed) | Requalify
Site Planning and Design BMPs (~10 min) Go to training | (Expired) | Take the test
Source Control BMPs (~15 min) Go to training | Take the test
Treatment Control BMPs (~25 min) Go to training | Take the test
Plan Review, Documentation, Operations and Maintenance Plans (~10 min) Go to training | Take the test
Design Considerations for Construction (Temporary) BMPs:
Plans, Permits, and Site Requirements (~15 min) Go to training | Take the test
Selection Process (~10 min) Go to training | Take the test
Erosion and Wind Controls (~15 min) Go to training | Take the test
Sediment Controls (~15 min) Go to training | Take the test
Tracking Controls and Good Housekeeping (~10 min) Go to training | (Passed) | Requalify
Back
Update On-line Training

Primary Navigation Bar in the Training Modules

The primary navigation is the same when you are in the training modules as it is on the home page, with the following exceptions:

- The **Suggestions** link is called **Request Assistance**. The purpose of the **Request Assistance** link is the same as **Suggestions**. You can use it to send feedback, comments or suggestions to the developers of ECATTS.
- There is an additional link in the primary navigation of the training modules. It is titled **Take Test**. You can click **Take Test** from any page in the module to go to the test.

HOME
MY TRAINING
ON-LINE TEST RESULTS
MY TRANSCRIPT
MY PROFILE
TAKE TEST
REQUEST ASSISTANCE
LOGOUT
Table of Contents
Introduction
Site Planning and Site Design Considerations
Planning and Designing: Streets
Planning and Designing: Driveways
Planning and Designing: Parking Lots
Planning: Landscape and Open Spaces
You are logged in as:
Ann Delaney
Your last login was:
2012-03-01
Design Considerations for Post-Construction (Permanent) BMPs: Site Planning and Design BMPs
Introduction
Honolulu's program to reduce pollutants in storm water runoff from new development and redevelopment projects includes site planning and site design. Planning and design best management practices (BMPs) are integrated into the facility design to prevent pollutants from contacting rainwater or storm water runoff and to prevent the discharge of contaminated runoff.

How to Navigate Through the Training

ECATTS is designed to allow you to go through the training at your own pace. Once you access a training module, you will see that it is divided into pages that are listed in a **Table of Contents** on the left side of the screen.

- Review the training material on the first page. When you have finished that page, click **Next Page**.
- Continue in this manner until you have reviewed all training pages in the module. You will know you have reached the end of the module when there is **no Next Page** link on the page you are on.
- You can review pages as often as you like. You can move back and forth between pages by clicking **Previous Page** at the bottom of a training page **OR** by clicking on the name of the page you want to go to in the **Table of Contents** on the left side of the screen.

HOME
MY TRAINING
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Table of Contents
Introduction
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Planning and Designing: Driveways
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How to Exit a Training Module

Depending on where you want to go next, you can exit a training module in any of the following ways.

- If you want to return to your ECATTS home page, click **Home** in the primary navigation bar at the top of the page.
- If you want to take the test on the module you are currently in, click **Take Test** in the primary navigation bar.
- If you want to review a different module in your training plan, click **My Training** from the primary navigation bar.
- If you are finished with your ECATTS session and want to logout, click **Logout** in the primary navigation bar.

Section VI: Testing and Assessment

ECATTS randomly generates each test for a module from a pool of available questions. Generally, there will be one question from each page in the training module on the test. You have thirty minutes to complete a test.

You should take the test on a module within a short time after reviewing the training (while the material is still fresh in your mind). You can, however, take tests whenever you want to, in any order, and even without reviewing the training module first.

How to Access the Tests

You can access tests from the ECATTS home page or from within a training module.

- From your ECATTS home page:
    - Click **My Training** in the primary navigation bar (along the top of the page under the site banner); **OR** click on **Go To My Training**. Then, click on **Go To My Training Modules** under the heading **My Training Plan**.
        - Either of these links will take you to the **My Training** page.
        - Select the test you want to take by clicking **Take the test** to the right of the chosen subject.
    - You can access any test by clicking on **All Available Module Training** to go to the **Table of Contents** page. Then, click the name of a training index and then the name of a module from the list. Finally, click **Take Test** in the primary navigation bar at the top of the page of the training module.
- From within the training module:
    - You can access the test for the training module you are in by clicking **Take Test** in the primary navigation bar at the top of the page.

How to Take a Test

1. Access the desired test (see above). **You have thirty minutes to complete each test**. If you do not complete the test within the allotted time, you will time out of ECATTS. You will have to log back in to ECATTS and take the entire (same) test again.

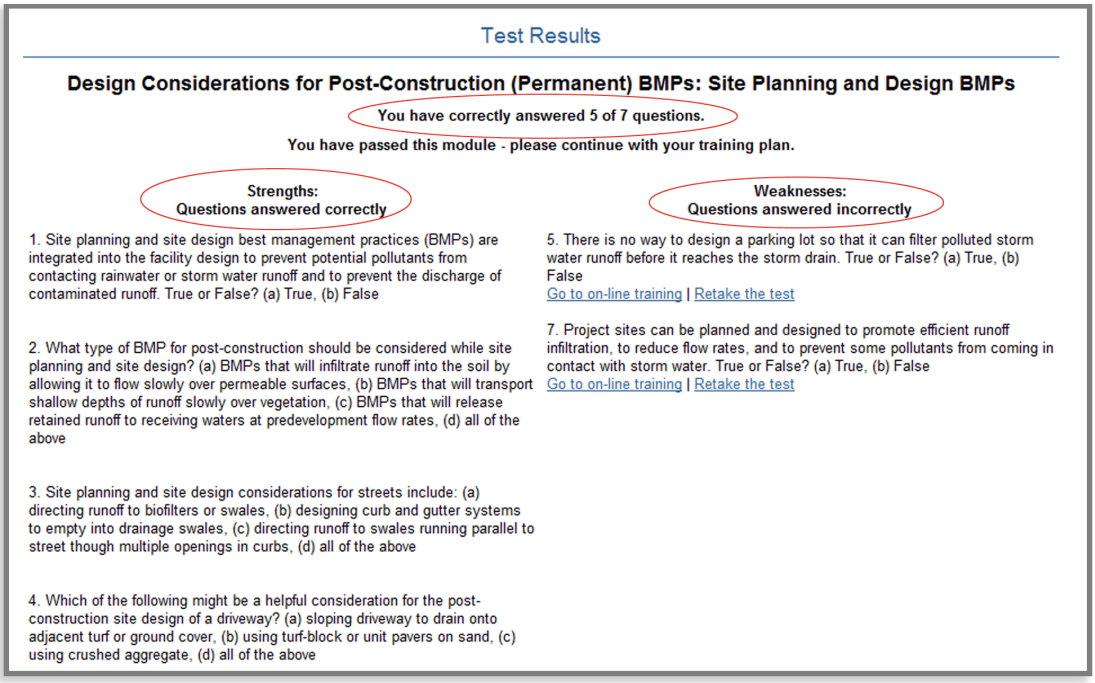
   HINT: If you feel that you are approaching the end of the allotted thirty minutes, you may want to click **Submit**. The questions you answered will be assessed (see more details about the assessment below) and the ones you did not answer will be counted as incorrect. However, you can simply click **Retake the test**. This will take you back to the test to answer the remaining questions, with a new thirty minute time limit. By doing this, you will not time out and have to retake the entire test.

2. Answer each question by clicking the bubble next to the correct answer.
3. Click **Submit**.
4. **By clicking Submit, you certify that you personally responded to the test questions and did not allow others to respond to the questions on your behalf.**
5. Your test responses are automatically sent to ECATTS for immediate assessment.

The Test Assessment

Immediately after submitting your test answers, you will see your results. The assessment indicates the number of questions you answered correctly.

- In the left column, all the questions you answered correctly are listed. You do not need to take any further action regarding these questions.
- In the right column, the questions you answered incorrectly are listed.



Test Results

Design Considerations for Post-Construction (Permanent) BMPs: Site Planning and Design BMPs

You have correctly answered 5 of 7 questions.

You have passed this module - please continue with your training plan.

Strengths: Questions answered correctly

1. Site planning and site design best management practices (BMPs) are integrated into the facility design to prevent potential pollutants from contacting rainwater or storm water runoff and to prevent the discharge of contaminated runoff. True or False? (a) True, (b) False

2. What type of BMP for post-construction should be considered while site planning and site design? (a) BMPs that will infiltrate runoff into the soil by allowing it to flow slowly over permeable surfaces, (b) BMPs that will transport shallow depths of runoff slowly over vegetation, (c) BMPs that will release retained runoff to receiving waters at predevelopment flow rates, (d) all of the above

3. Site planning and site design considerations for streets include: (a) directing runoff to biofilters or swales, (b) designing curb and gutter systems to empty into drainage swales, (c) directing runoff to swales running parallel to street though multiple openings in curbs, (d) all of the above

4. Which of the following might be a helpful consideration for the post-construction site design of a driveway? (a) sloping driveway to drain onto adjacent turf or ground cover, (b) using turf-block or unit pavers on sand, (c) using crushed aggregate, (d) all of the above

Weaknesses: Questions answered incorrectly

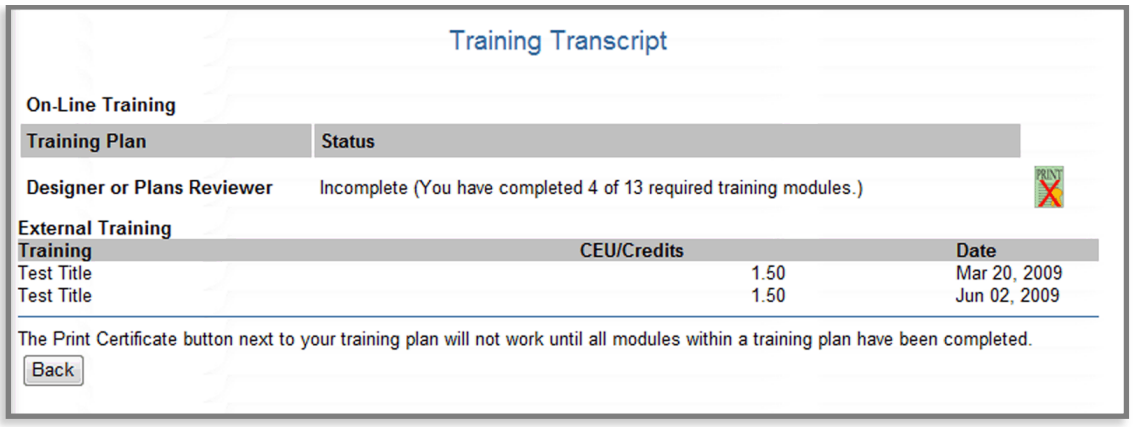
5. There is no way to design a parking lot so that it can filter polluted storm water runoff before it reaches the storm drain. True or False? (a) True, (b) False
Go to on-line training | Retake the test

7. Project sites can be planned and designed to promote efficient runoff infiltration, to reduce flow rates, and to prevent some pollutants from coming in contact with storm water. True or False? (a) True, (b) False
Go to on-line training | Retake the test

- You can attempt to answer the questions you got incorrect by clicking **Retake the test**. Only the questions answered incorrectly will be listed and you can submit new answers.
- To find the correct answer to a question you answered incorrectly, click **Go to on-line training**.
    1. Review the page to find the information you need to answer the question.
    2. When you are satisfied you have the correct answer, do one of the following:
        i. Click **Take Test** in the primary navigation bar at the top of the page while in the module. All the questions you previously answered incorrectly will be presented for you to answer again; **OR**
        ii. Click the back button on your browser window and you will return to the assessment. Click **Retake the test** and answer the question(s) again.
    3. Repeat this process until you have answered at least 70% of the test questions correctly. **You must score at least 70% to pass the test.**

Printing Your Certificate of Accomplishment

On the ECATTS home page, click **My Transcript** from the primary navigation bar at the top of the page. From the **Training Transcript** page, you can print your training transcript if all the modules within your training plan have been completed. Note that the **Print button will not work until all modules have been completed.**


Training Transcript

On-Line Training

Training Plan	Status
Designer or Plans Reviewer	Incomplete (You have completed 4 of 13 required training modules.)

External Training

Training	CEU/Credits	Date
Test Title	1.50	Mar 20, 2009
Test Title	1.50	Jun 02, 2009

The Print Certificate button next to your training plan will not work until all modules within a training plan have been completed.

Back

SECTION VII: Questions

Please contact ECATTS Technical Support with any questions regarding this manual.

Telephone: ECATTS Support
407-880-9411
866-730-4253 (toll free)

Email: support@ecatts.com